



Job Description

Job Title: Overnight Security - Weekend

Landmark East School is seeking a dependable, caring and responsible individual to join our Student Life Team as **Part-Time Overnight Security**.

Our boarding program is home to students from across Canada and around the world, and our overnight security staff play an important role in helping ensure that our students, residences and campus remain safe and secure throughout the night.

The successful candidate will be calm, attentive and comfortable working independently. Responsibilities include monitoring the residence and campus, completing regular security checks, responding appropriately to student needs or emergencies, documenting and communicating any overnight concerns, and helping maintain a safe and respectful environment for our boarding community.

We are looking for someone who understands that working in a school is about more than watching buildings, it is about being part of a community that genuinely cares for young people.

Hours: Friday and Saturday nights, 10:00 PM–9:00 AM

Location: Landmark East School, Wolfville, Nova Scotia

If you are reliable, observant, compassionate and interested in contributing to a school community where students are known, supported and valued, we would love to hear from you.

Duties and Responsibilities

1. Promptly identify and communicate potential security and safety risks or undesirable conditions on campus with the Student Life Director and Head of School.
2. Answer and respond to any telephone calls during the night.
3. Monitor overnight security of the Currie House and the entire campus.
4. Conduct periodic internal security patrols of the Currie House including checking that doors and windows are secure. The school's security camera system will be available to assist in securing the premises.
5. Conduct periodic external security patrols of the entire campus (outside the Currie House, Acorn and academic centre) as necessary.

6. When leaving the office, for any reason, be sure that the door is closed and locked.
7. Assist students as necessary in the event of illness, injury or medical emergency. This requires you to complete an Incident Report.
8. Communicate via email any concerns, incidents, or noteworthy actions to the Student Life Core Team (including but not limited to: student staying up late, having trouble sleeping, not feeling well, etc.) prior to the end of your shift.
9. Communicate any maintenance concerns to the Student Life Core Team and Head of Maintenance.
10. Report any security or emergency issues to 911 as necessary and inform on-call personnel.
11. Complete an incident report for all incidents.
12. Dispense medications as required while following medication procedures.
13. Track and test the security alarms three (3) times a year.
14. Attend professional development as required.
15. Follow emergency procedures and policy manual.
16. Perform any other duties as may be assigned from time to time by the Student Life Director and/or the Head of School.

The successful candidate will require a clean Criminal Background Check and a Vulnerable Sector Registry Check.

Interested in Learning more about becoming a member of our team in the role of Overnight Security – Weekends? Email: info@LandmarkEast.org. Please mention in the subject line of your email if you are interested in Overnight Security – Weekend position.

Revised September 2026